

**DEALER, WHOLESALER, REBUILDER,**  
**RECONDITIONER REGULATORY LICENSE**  
**REGISTRATION INSTRUCTIONS**

**BEFORE YOU BEGIN**

**MAKE SURE THAT YOU HAVE THE FOLLOWING INFORMATION IN FRONT OF YOU BEFORE YOU ATTEMPT TO REGISTER OR RENEW YOUR REGULATORY LICENSE:**


- 1. ACCESS TO A COMPUTER WITH INTERNET ACCESS AND A VALID E-MAIL ADDRESS. (SEE PAGE 2.)**
- 2. YOUR ORGANIZATION TYPE (SOLE PROPRIETORSHIP, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, LIMITED LIABILITY CORPORATION OR CORPORATION.**
- 3. YOUR LEGAL BUSINESS NAME, PHYSICAL LOCATION(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S).**
- 4. YOUR (FEIN) FEDERAL EMPLOYEE IDENTIFICATION NUMBER OR (SSN) SOCIAL SECURITY NUMBER. (NOTE) ONLY ENTER SSN IF THERE IS NO FEIN FOR THE BUSINESS.**
- 5. YOUR SALES TAX NUMBER (NEW AND USED CAR DEALERS ONLY).**
- 6. THE NAME(S), SOCIAL SECURITY NUMBER(S), ADDRESS(ES), TELEPHONE NUMBER(S) FOR ALL OWNER(S)/PARTNERS/MEMBERS/CORPORATE OFFICERS/DIRECTORS.**
- 7. A COPY OF THE DRIVER LICENSE OR NON DRIVER IDENTIFICATION CARD FOR ALL OWNERS/PARTNERS/MEMBERS/CORPORATE OFFICERS/DIRECTORS.**
- 8. CURRENT REGULATORY LICENSE NUMBER (RENEWALS ONLY).**
- 9. NUMBER OF NEW AND USED VEHICLES RETAILED AND WHOLESALD DURING THE PAST YEAR (RENEWALS ONLY)**
- 10. A VALID CREDIT CARD.**

## (STEP 1) Computer system checks

- **Make sure you have the latest version of Adobe Reader. It is a free download. There is a link at <https://dealerlicense.mvtrip.alabama.gov>**

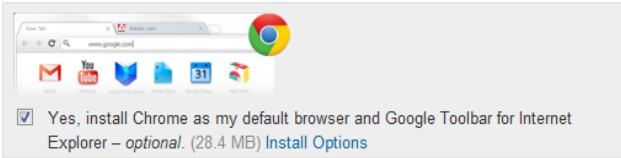
[Home](#) / [Downloads](#) / [Adobe Flash Player](#) /

# Adobe Flash Player



**Adobe Flash Player 11.4.402.265** (8.80 MB)  
**Your system:** Windows 32-bit, English, MSIE  
[Do you have a different operating system or browser?](#)

**Note:** Beginning with 11.3, the universal 32-bit installer will include the 32-bit and 64-bit versions of the Flash Player.



☒ Yes, install Chrome as my default browser and Google Toolbar for Internet Explorer – *optional*. (28.4 MB) [Install Options](#)

By clicking the Download now button, you acknowledge that you have read and agree to the [Adobe Software Licensing Agreement](#) and the [Google License Agreement](#).

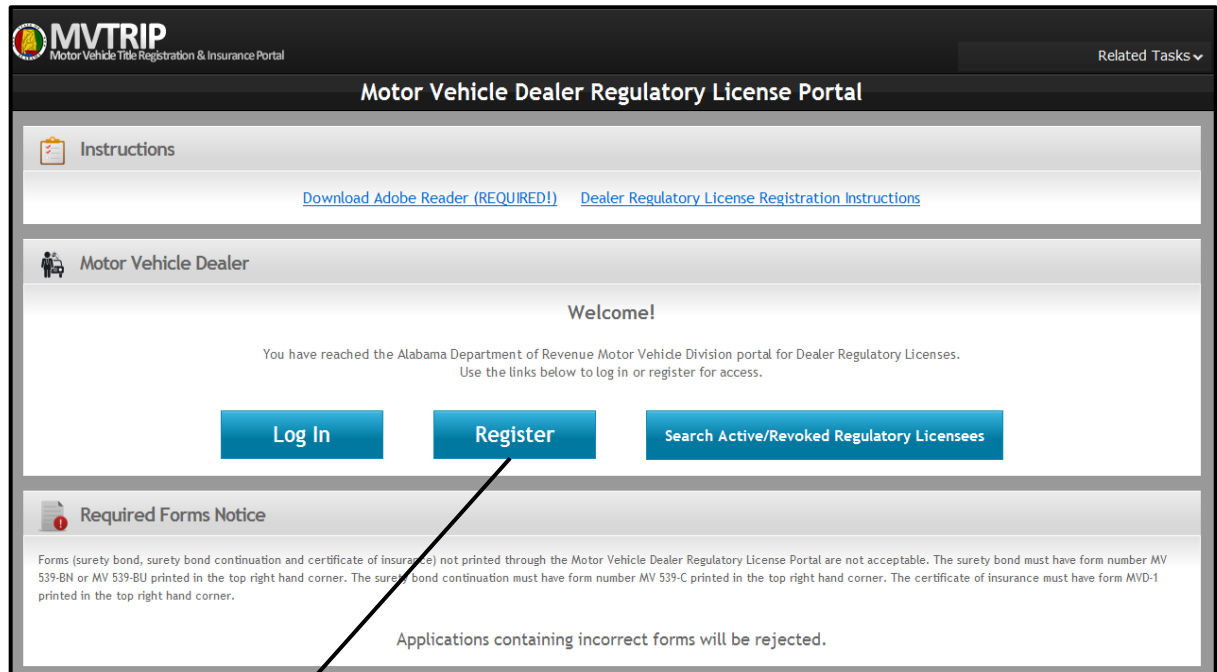
[Download now](#)

Please note, depending on your settings, you may have to temporarily disable your antivirus software.

**RESOURCES**  
[Learn more about Flash Player](#)  
[Flash Player system requirements](#)  
[Distribute Flash Player](#)  
[Google Toolbar privacy policy](#)  
[Learn more about Google Toolbar](#)  
[Google Chrome privacy policy](#)  
[Learn more about Google Chrome](#)

## (STEP 2) Initial registration

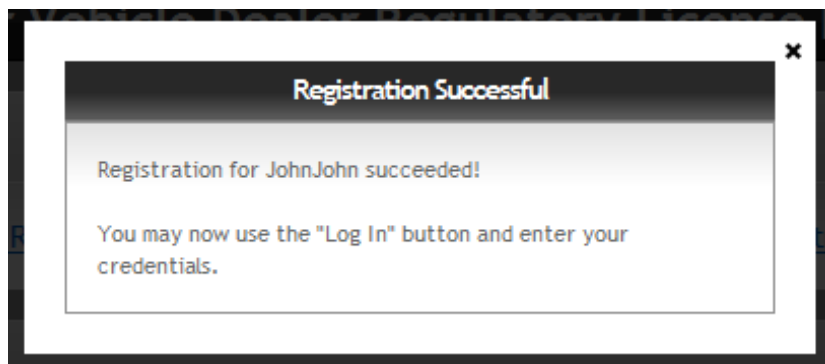
- Beginning with the 2012-2013 license year, all new and used motor vehicles dealers, wholesalers, reconditioners, and rebuilder's regulatory license applications must be submitted electronically using the Department's new licensing program located at <https://dealerlicense.mvtrip.alabama.gov>.



In order to access the new licensing system, applicants will need to first register for a MVTRIP account. [Register](#)

## (STEP 3) MVTRIP Registration

- Enter registration information. (8 simple steps).
- User Information - Enter Registrant's Name and E-Mail address - (Remember you must have a valid E-Mail address).
- Log In Information – (Follow the Password Requirements)
- Verification – (Enter the CAPTCHA information) If you cannot read the Captcha verification you can click on the turning arrows and it will bring up another set of words.
- Click the Submit Key
- A “Registration Successful Screen” will appear if your registration was successful.



## (STEP 4) Log-In

- Using your browser enter: <https://dealerlicense.mvtrip.alabama.gov>

The screenshot shows the homepage of the Motor Vehicle Dealer Regulatory License Portal. At the top, there is a header with the MVTRIP logo and the text "Motor Vehicle Dealer Regulatory License Portal". Below the header, there is a section titled "Instructions" with links to "Download Adobe Reader (REQUIRED!)" and "Dealer Regulatory License Registration Instructions". Below this is a section titled "Motor Vehicle Dealer" with a "Welcome!" message and a paragraph stating: "You have reached the Alabama Department of Revenue Motor Vehicle Division portal for Dealer Regulatory Licenses. Use the links below to log in or register for access." Below the welcome message are three buttons: "Log In", "Register", and "Search Active/Revoked Regulatory Licensees". Below the buttons is a section titled "Required Forms Notice" with a paragraph of text: "Forms (surety bond, surety bond continuation and certificate of insurance) not printed through the Motor Vehicle Dealer Regulatory License Portal are not acceptable. The surety bond must have form number MV 539-BN or MV 539-BU printed in the top right hand corner. The surety bond continuation must have form number MV 539-C printed in the top right hand corner. The certificate of insurance must have form MVD-1 printed in the top right hand corner." Below the notice is a paragraph: "Applications containing incorrect forms will be rejected."

The screenshot shows the CapsLock Login screen. At the top left, there is a "Login" button. Below it is a shield icon and the text "CapsLock Login". To the right of the login fields, there is a box with the text "Need a new password?" and a link "Change Password", and "Forgot your password?" and a link "Forgot Password". Below the text are two input fields: "User name:" and "Password:". Below the input fields is a "Login" button.

- Select Login, **Log In** the above CapsLock Login screen will appear.
- Enter your user name and password.

- “Click” the Login button.

Login

## (STEP 5) Select New Application or Renewal Application

**MVTRIP**  
Motor Vehicle Title Registration & Insurance Portal

Current User: danny.mclendon | Organization: Department of Revenue | Logout

Related Tasks ▾

### Motor Vehicle Dealer Regulatory License Dashboard

**Motor Vehicle Dealer**

My Applications | My Licenses | **Start New Application/Renewal**

**Insurer**

Insurance Confirmation

**Instructions**

[Download Adobe Reader \(REQUIRED!\)](#) | [Dealer Regulatory License Registration Instructions](#)

- **Start New Application/Renewal.**

- The system will prompt you for Application Information.

**Application Information**

Were you issued a regulatory license for any of the license period from October 1, 2011 through September 30, 2012? No: ☒ Yes: ☐

Enter Business Name:

Cancel Continue

---

**Application Information**

Were you issued a regulatory license for any of the license period from October 1, 2011 through September 30, 2012? No: ☐ Yes: ☒

Enter Current License #:

Enter Business Name:

Cancel Continue

If you select “NO”, you will begin a “New Application”

If you select “YES”, you will begin a “Renewal Application”.

## New Application

**Regulatory License Application**

**New Application**

License Year:

Review Each Section and Verify the Information is Accurate Before Submitting the Application

- All sections must be completed to make a payment.
- Once a section is complete, click the "SAVE" button to save your information. To alter data in a section, click "EDIT".
- When all required sections are complete, please sign the electronic signature section and enter payment information to pay for your license.

**Application Already Started! Changes Will Update Current Application!**

**Categories**


Check all the Appropriate Check Box(es)

New Motor Vehicle Dealer - \$10: ☐      Used Motor Vehicle Dealer - \$10: ☐

Motor Vehicle Wholesaler - \$10: ☐      Motor Vehicle Reconditioner - \$10: ☐      Motor Vehicle Rebuilder - \$10: ☐

**Save**

You must select  
License Year.

- **Select the appropriate box: New Motor Vehicle Dealer, Used Motor Vehicle Dealer, etc.**
- **Click "SAVE".**
- **The yellow circle should change to a green check mark. If it remains yellow, you must click on "Edit" and reenter your information.** 

## (STEP 6) Applicant Information

\*If **Org. Type** is “Sole Proprietorship”, the owner’s name must be entered as the “**Legal Name**”. The name of the company/business will be entered as the “**DBA**”.

**Applicant**

**Business Information**

Org. Type:  Business Began:  Legal Name should be "Last Name, First Name Middle Name"

Legal Name:  DBA:  Sales Tax #:  FEIN:

Current Regulatory License Number:  Designated Agent Number (if applicable):

**Contact Information**

Mailing Address:  City:  State:  Zip:

E-mail:  Phone #:

**Blanket/Motor Vehicle Liability Insurance Policy Information**

Insurance Co.:  NAIC #:

Policy #:  Agent License # (if applicable):

**Bond Information**

Bond Type:

**Vehicle Information**

**New Motor Vehicle Franchise Makes**

Not Applicable for Used Motor Vehicle Dealers

**Vehicles Sold from Jan. 1st, 2011 to Dec. 31, 2011**

|                | RETAIL                         | WHOLESALE                      |
|----------------|--------------------------------|--------------------------------|
| New Vehicles:  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Used Vehicles: | <input type="text" value="8"/> | <input type="text" value="0"/> |

**Save**

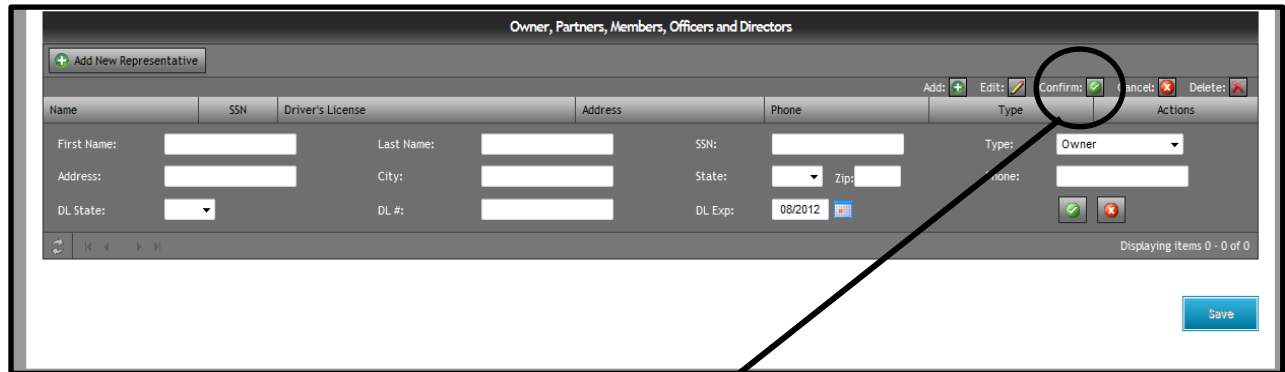
(Note) You must have a valid Sales Tax Number before you are allowed to apply as a new or used motor vehicle dealer.

- Enter your Business Information.
- Contact Information – You must enter a valid E-Mail address. (This E-Mail address will be used to send license status updates and the actual license to be printed by the applicant.)
- Blanket/Motor Vehicle Liability Insurance Policy Information, (if known).
- Bond Information. If this is a “New Application”, select “New Bond”. If this is a “Renewal Application”, select “Continuation” unless you are changing your bonding company.
- “Click” Save.
- The yellow circle should change to a green check mark. If it remains yellow, you must click on “Edit” and reenter your information.





## (STEP 7) Representatives



Owner, Partners, Members, Officers and Directors

+ Add New Representative

| Name                             | SSN                             | Driver's License                     | Address                                  | Phone | Type | Actions |
|----------------------------------|---------------------------------|--------------------------------------|--|-------|------|---------|
| First Name: <input type="text"/> | Last Name: <input type="text"/> | SSN: <input type="text"/>            | Type: <input type="text" value="Owner"/> |       |      |         |
| Address: <input type="text"/>    | City: <input type="text"/>      | State: <input type="text"/>          | Zip: <input type="text"/>                |       |      |         |
| DL State: <input type="text"/>   | DL #: <input type="text"/>      | DL Exp: 08/2012 <input type="text"/> |  |       |      |         |

Confirm: ☒ Cancel: ☐ Delete: ☐

Save

Displaying Items 0 - 0 of 0

- Enter information for all of the owners, partners, corporate officers, members and directors.
- Click on “+Add New Representative” in order to add more than one name.
- Click “Confirm” after each entry.
- Click the “SAVE” button once you are finished entering all names.

## (STEP 8) Locations

**Locations**

Information must be provided below for ALL permanent location(s).

- To add a location, click "Add New Location", fill out all appropriate information, and click the green check mark to confirm.
- When you have added all of your information click the "Save" button to continue to the next section of the application.
- If you are a Retail or Franchise Dealer you are required to provide a photo of ALL locations.
- NOTE: Your primary location is included in your fee. There is a \$5.00 charge per extra location.**

**Location(s)**

**Add New Location**

Zip Code Physical Address City State County Code Phone Primary Location Actions

No records to display.

**Save**

- Enter ALL permanent locations.
- To add a new location click on the "Add New Location" button.
- Click "Confirm" after each entry.
- When you have entered all of your information, click the "SAVE" button.
- If you are a new or used motor vehicle dealer, you are required to provide a photo of all locations with your initial online application receipt.

Once all information has been entered, make sure that you save all (4) four categories. The "SAVE"

buttons should turn to "EDIT"



and the



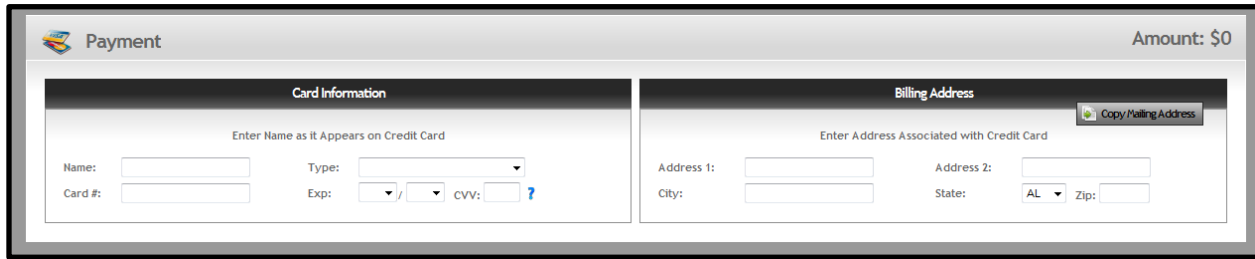
yellow circle should turn into a



green check mark.

**Save**

## (STEP 9) Payment

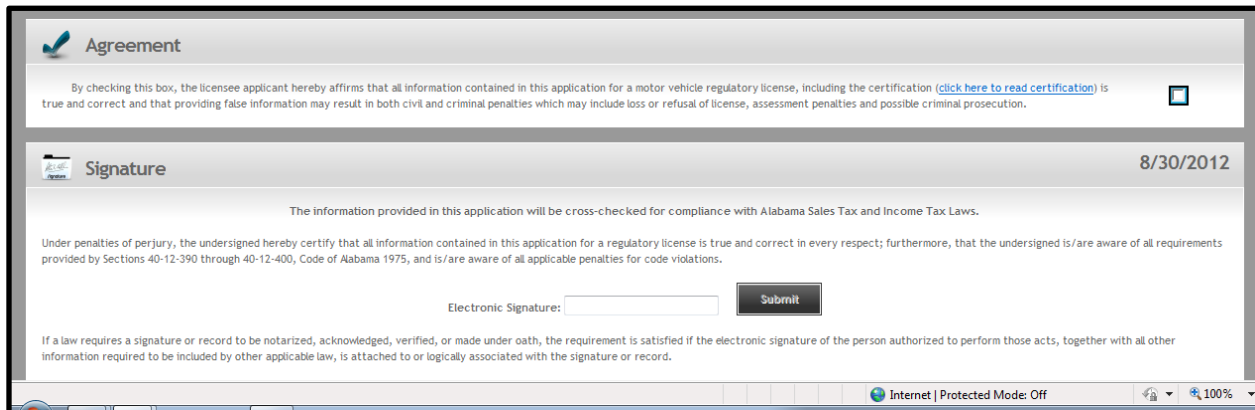


The Payment form is divided into two main sections: Card Information and Billing Address. The Card Information section includes fields for Name, Type, Card #, Exp, and CVV. The Billing Address section includes fields for Address 1, Address 2, City, State, and Zip. A 'Copy Billing Address' button is located in the top right of the Billing Address section. The Amount is displayed as \$0.

| Card Information                        |  | Billing Address                           |   |
|---|--|---|---|
| Enter Name as it Appears on Credit Card |  | Enter Address Associated with Credit Card |   |
| Name: <input type="text"/>              | Type: <input type="text"/>   | Address 1: <input type="text"/>           | Address 2: <input type="text"/>                       |
| Card #: <input type="text"/>            | Exp: <input type="text"/> / <input type="text"/> CVV: <input type="text"/> | City: <input type="text"/>                | State: <input type="text"/> Zip: <input type="text"/> |

## CREDIT CARD ONLY

## (STEP 10) Agreement and Signature



The Agreement and Signature form includes an Agreement section with a checkbox for terms and conditions. The Signature section includes a date field (8/30/2012), a statement of agreement, and a Submit button. The form also includes a footer with the text 'Internet | Protected Mode: Off' and a zoom level of 100%.

| Agreement  |  |
|--|--|
| By checking this box, the licensee applicant hereby affirms that all information contained in this application for a motor vehicle regulatory license, including the certification ( <a href="#">click here to read certification</a> ) is true and correct and that providing false information may result in both civil and criminal penalties which may include loss or refusal of license, assessment penalties and possible criminal prosecution. |  |
| <input type="checkbox"/>   |  |

| Signature   |                                       |
|---|---------------------------------------|
| 8/30/2012   |                                       |
| The information provided in this application will be cross-checked for compliance with Alabama Sales Tax and Income Tax Laws.   |                                       |
| Under penalties of perjury, the undersigned hereby certify that all information contained in this application for a regulatory license is true and correct in every respect; furthermore, that the undersigned is/are aware of all requirements provided by Sections 40-12-390 through 40-12-400, Code of Alabama 1975, and is/are aware of all applicable penalties for code violations. |                                       |
| Electronic Signature: <input type="text"/>  | <input type="button" value="Submit"/> |
| If a law requires a signature or record to be notarized, acknowledged, verified, or made under oath, the requirement is satisfied if the electronic signature of the person authorized to perform those acts, together with all other information required to be included by other applicable law, is attached to or logically associated with the signature or record.                   |                                       |

## (STEP 11) Confirm

Regulatory License Application - Windows Internet Explorer

https://dealerlicense.caps.ua.edu/Dealer/Application?isNew=True&isFirstTime=False

File Edit View Favorites Tools Help

Location(s)

| Physical Address | City     | State | Zip Code | County  | Phone      | Primary Location         |
|------------------|----------|-------|----------|---------|------------|--------------------------|
| 123 Main Street  | Any Town | AL    | 00000    | AUTAUGA | 3341234567 | <input type="checkbox"/> |

Edit

Payment

Amount: \$10

Copy Mailing Address

Zip: 00000

Agreement

By checking this box, the licensee true and correct and that providing

Signature

Under penalties of perjury, the undersigned hereby certifies that the information provided by Sections 40-12-390 through 40-12-399 is true and correct and that providing

9/10/2012

signed is aware of all requirements.

Application Confirmation

Categories: New Motor Vehicle Dealer

Applicant

|                    |                    |                 |               |
|--------------------|--------------------|-----------------|---------------|
| Legal Name:        | Legal Name         | Business Began: | N/A           |
| Organization Type: | Corporation        | DBA:            |               |
| Sales Tax #:       | SLS-1234 12345     | FEIN:           | 123456789     |
| Mailing Address:   | 123 Street         | E-mail:         | email@aol.com |
| County:            | Any Town, AL 00000 | Fax #:          | 12365498798   |

Insurance

|           |                   |                  |     |
|-----------|-------------------|------------------|-----|
| Company:  | Insurance Company | Agent License #: | N/A |
| NAIC #:   | 1234              | Bond Type:       | New |
| Policy #: | 1234              |                  |     |

Vehicles

|                  |          |
|------------------|----------|
| Franchise Makes: | Cadillac |
|------------------|----------|

Representatives

| Name          | Type  | Address                                | Driver's License        | Phone      |
|---------------|-------|--|-------------------------|------------|
| 1. First Last | Owner | 123 Main Street<br>Anyt City, AL 00000 | AL 123456789 Exp: 09/12 | 3341234567 |

Locations

| Address                                | County  | Phone      |
|--|---------|------------|
| 1. 123 Main Street, Any Town, AL 00000 | AUTAUGA | 3341234567 |

Cancel

Please Click "Confirm" Only Once!  
More than one click may result in multiple charges!

Confirm

Done

Internet | Protected Mode: Off

100%

- Once you submit and sign your application, you will need to preview your application.
- If all of the information is correct then click on the “Confirm” button.

## (STEP 12) Printing and Mailing Required Documentation

Review and Print - Windows Internet Explorer

https://dealerlicense.caps.ua.edu/Dealer/Print

Current User: tweaver\_dev | Organization: Department of Revenue | Logout

### Review and Print

#### Review Submitted Application

Your new license application has been submitted successfully!

You must still print and submit the following supplemental documents to the Department of Revenue for your application to be considered:

- Transmittal Sheet
- Bond of New Motor Vehicle Dealer
- Insurance Certification Form
- Picture of sign and lot, if retail
- A copy of the driver license or non-driver identification card for all owner(s), partners, members, officers and directors.

[Click here to print documents](#)

#### Applicant

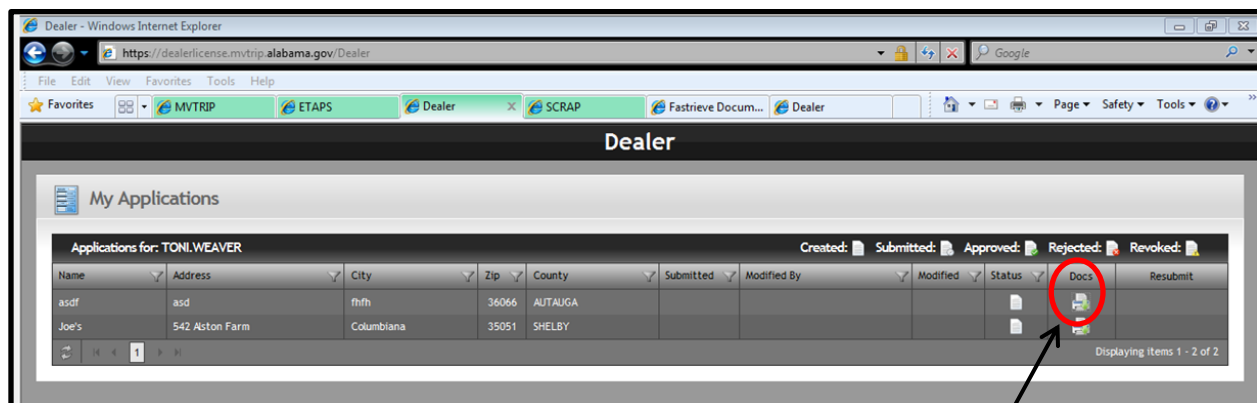
| Business Information |            |                    |                |                 |           |
|----------------------|------------|--------------------|----------------|-----------------|-----------|
| Legal Name:          | Legal Name | Organization Type: | Corporation    | Business Began: | N/A       |
| DBAs:                |            | Sales Tax #:       | SLS-1234 12345 | FEIN:           | 123456789 |

| Contact Information |                    |          | Insurance Information |                  |                     |
|---------------------|--------------------|----------|-----------------------|------------------|---------------------|
| Address:            | 123 Street         | E-mail:  | email@aol.com         | Company:         | Insurance Company   |
|                     | Any Town, AL 00000 |          |                       | NAIC #:          | 1234 Policy #: 1234 |
| County:             | AUTAUGA            | Phone #: | 12365498798           | Agent License #: | N/A Bond Type: New  |

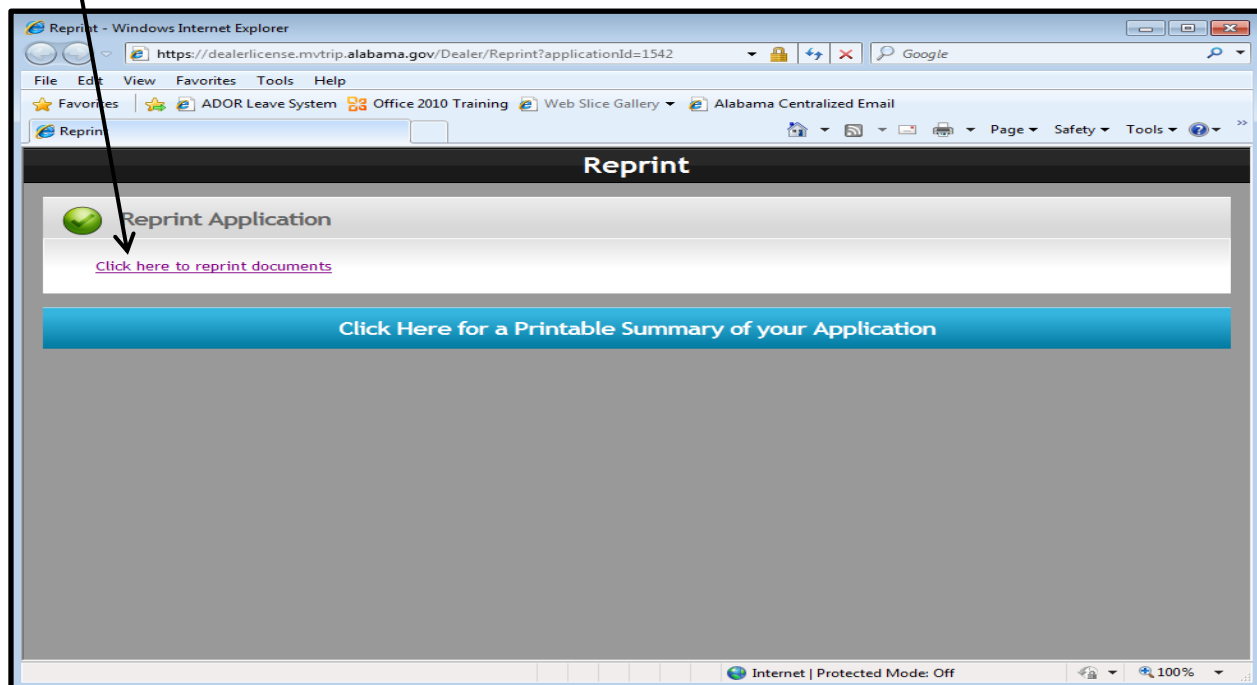
Internet | Protected Mode: Off

- Make sure you double check your information before your print.
- Click on the “click here to print documents”.
- Once you enter your electronic signature and click “Submit” your application will be transmitted electronically. You will need to print your required documents, have them signed, and forwarded them to the Alabama Department of Revenue for approval.
- The Motor Vehicle Division, Dealer’s License Unit, will review your application and supporting documentation.
- If all requirements are met - You will receive an E-Mail from the department directing you to a link in order to print your Regulatory License.
- If all requirements are not met – You will receive an E-Mail explaining what you need to correct the application and/or supporting documents.

## (STEP 13) Reprint Documents



- Go to my application.
- Find the printer icon under DOCS and click on it.
- Print your documents.



(Required documents)

You must send in bond originals else your package will be rejected.



\*MVDOCS-DRLDOC-LA282\*

Include the following documents when mailing this transmittal sheet:

1. Original Surety Bond Form (MV 539-BN, MV 539-BU, or MV 539-C)\* and Power of Attorney
2. Insurance Certification Form (MVD-1)\*
3. A copy of the driver license or non-driver identification card for all owner(s), partners, members, officers and directors
4. Picture of sign and lot (if new or used dealer)

Mail to:

Alabama Department of Revenue  
Motor Vehicle Division - Dealer Licenses  
P. O. Box 327643  
Montgomery, AL 36132-7643

\* Forms with a revision date prior to 2012 and forms not printed through the Dealer License site are not acceptable.

\*You can check the status of your application by logging into your dealer license account and selecting "My Application".



ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION - DEALER LICENSES

P.O. Box 327643 • Montgomery, AL 36132-7643 • dealerlicense@revenue.alabama.gov

Bond of New Motor Vehicle Dealer

MV 539-BN Rev. 7/12  
Bond Number \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that we \_\_\_\_\_  
The system will pre-populate the Legal Name

City dsfdhf, County AUTAUGA, State AL

As Principal (hereinafter called Principal), and \_\_\_\_\_  
NAME OF SURETY

\_\_\_\_\_ of \_\_\_\_\_, as  
Surety (hereafter call Surety), are held and firmly bound unto the State of Alabama in the sum of Twenty Five Thousand Dollars (\$25,000.00),  
for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly  
and severally, firmly by these presents.

The conditions of the foregoing obligation are such that:

WHEREAS, the Principal has been duly appointed a "New Motor Vehicle Dealer," under the provisions of Title 40, Chapter 12, Article 8,  
**Code of Alabama 1975**, such Principal shall comply with the conditions of any contract made by such dealer in connection with the sale or ex-  
change of any motor vehicle and shall not violate any of the provisions of law relating to the conduct of business for which he is licensed.

It is expressly understood and agreed that neither this obligation nor any liability thereunder shall be released or the validity thereof  
affected by reason of the adoption by the State of Alabama of any Act in lieu of or amendatory to said laws, but this obligation shall continue  
in full force and effect with respect to said statutes or any amendments thereto or changes therein which may be adopted before the cancellation  
of this obligation as herein provided, or before the actual cancellation and surrender of this obligation by the State of Alabama pursuant to any  
law now existing or hereafter adopted relating thereto.

It is further expressly understood and agreed that the liability of both the Principal and the Surety on this bond shall be for the license  
period of August 31, 2012 through September 30, 2013 and that a new bond or a proper continuation certificate must be delivered  
to the Alabama Commissioner of Revenue AT THE BEGINNING OF THE LICENSE YEAR, WHICH IS OCTOBER 1, AND EXPIRING ON SEP-  
TEMBER 30 OF THE SAME LICENSE YEAR; provided, however, that the aggregate liability of the Surety in any one license year shall in no  
event exceed the sum of such bond.

The Surety on this bond may be released and discharged from any and all liability to the State of Alabama accruing on this bond after the  
expiration of sixty (60) days from the date upon which said Surety shall have filed with the Alabama Department of Revenue written request  
to be released and discharged provided; however, such request shall not operate to relieve, release or discharge such Surety from any liability  
already accrued or which shall accrue before the expiration of said sixty (60) day period.

|   |   |
|---|---|
| IN WITNESS WHEREOF, we hereunto set our names and seals on this _____ day of _____, _____<br>(postdated bonds not acceptable) |   |
| _____<br>(Surety)   | _____<br>Authorized Representative of Business (Principal) – Typed Name*  |
| _____<br>(Agent of Surety Company) – Typed Name   | _____<br>Authorized Representative of Business (Principal) – Signature*   |
| _____<br>(Agent of Surety Company) – Signature***   | _____<br>Authorized Representative of Business (Principal) – Typed Name** |
| _____<br>(State of Alabama, Commissioner of Revenue)  | _____<br>Authorized Representative of Business (Principal) – Signature**  |

(White out or alterations are not acceptable on this bond – This form may not be duplicated.)

\* If anyone other than an executive officer, managing partner or managing member is signing on behalf of a company, the bond must be ac-  
companied by a resolution from the company's board of directors, managing partner or managing member authorizing the signature on  
behalf of the company.

\*\* If company is a partnership, all partners must sign.

\*\*\* The person signing as agent on behalf of Surety must be listed on an attached Power of Attorney.

Bond  
Number  
Required

All signatures must be  
original. Copies or faxes  
will not be accepted





ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION - DEALER LICENSES

P.O. Box 327643 • Montgomery, AL 36132-7643 • dealerlicense@revenue.alabama.gov

MV 539-BU Rev. 7/12  
Bond Number \_\_\_\_\_

**Bond of Used Motor Vehicle Dealer,  
Motor Vehicle Reconditioner, Rebuilder, or Wholesaler**

KNOW ALL MEN BY THESE PRESENTS, that we Insert Legal Name DBA Insert DBA

City dsfdhf, County AUTAUGA, State AL

As Principal (hereinafter called Principal), and \_\_\_\_\_  
NAME OF SURETY

of \_\_\_\_\_, as  
Surety (hereafter call Surety), are held and firmly bound unto the State of Alabama in the sum of Ten Thousand Dollars (\$10,000.00), for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

The conditions of the foregoing obligation are such that:

WHEREAS, the Principal has been duly appointed a "Used Motor Vehicle Dealer," "Motor Vehicle Reconditioner," "Motor Vehicle Rebuilder," or "Motor Vehicle Wholesaler" as the case may be, under the provisions of Title 40, Chapter 12, Article 8, Code of Alabama 1975, such Principal shall comply with the conditions of any contract made by such dealer in connection with the sale or exchange of any motor vehicle and shall not violate any of the provisions of law relating to the conduct of business for which he is licensed.

It is expressly understood and agreed that neither this obligation nor any liability thereunder shall be released or the validity thereof affected by reason of the adoption by the State of Alabama of any Act in lieu of or amendatory to said laws, but this obligation shall continue in full force and effect with respect to said statutes or any amendments thereto or changes therein which may be adopted before the cancellation of this obligation as herein provided, or before the actual cancellation and surrender of this obligation by the State of Alabama pursuant to any law now existing or hereafter adopted relating thereto.

It is further expressly understood and agreed that the liability of both the Principal and the Surety on this bond shall be for the license period of August 31, 2012 through September 30, 2013 and that a new bond or a proper continuation certificate must be delivered to the Alabama Commissioner of Revenue AT THE BEGINNING OF THE LICENSE YEAR, WHICH IS OCTOBER 1, AND EXPIRING ON SEPTEMBER 30 OF THE SAME LICENSE YEAR; provided, however, that the aggregate liability of the Surety in any one license year shall in no event exceed the sum of such bond.

The Surety on this bond may be released and discharged from any and all liability to the State of Alabama accruing on this bond after the expiration of sixty (60) days from the date upon which said Surety shall have filed with the Alabama Department of Revenue written request to be released and discharged provided; however, such request shall not operate to relieve, release or discharge such Surety from any liability already accrued or which shall accrue before the expiration of said sixty (60) day period.

IN WITNESS WHEREOF, we hereunto set our names and seals on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(postdated bonds not acceptable)

|  |   |
|--|---|
| _____<br>(Surety)                                    | _____<br>Authorized Representative of Business (Principal) – Typed Name*  |
| _____<br>(Agent of Surety Company) – Typed Name      | _____<br>Authorized Representative of Business (Principal) – Signature*   |
| _____<br>(Agent of Surety Company) – Signature***    | _____<br>Authorized Representative of Business (Principal) – Typed Name** |
| _____<br>(State of Alabama, Commissioner of Revenue) | _____<br>Authorized Representative of Business (Principal) – Signature**  |

(White out or alterations are not acceptable on this bond – This form may not be duplicated.)

\* If anyone other than an executive officer, managing partner or managing member is signing on behalf of a company, the bond must be accompanied by a resolution from the company's board of directors, managing partner or managing member authorizing the signature on behalf of the company.

\*\* If company is a partnership, all partners must sign.

\*\*\* The person signing as agent on behalf of Surety must be listed on an attached Power of Attorney.

Bond  
Number  
Required

All signatures must be  
original. Copies or faxes  
will not be accepted



ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION

MV 539-C  
Rev. 5/12

P.O. Box 327643 • Montgomery, AL 36132-7643 • dealerlicense@revenue.alabama.gov

**Surety Bond Continuation Certificate**

of

New Motor Vehicle Dealer, Used Motor Vehicle Dealer,  
Motor Vehicle Reconditioner, Rebuilder, or Wholesaler

The \_\_\_\_\_ (hereinafter called the Surety)

hereby continues in force its Bond No. \_\_\_\_\_ in the sum of

**Twenty-Five Thousand** \_\_\_\_\_ Dollars (\$ **25000** ), on behalf

of **Legal Name Mailing Address City, AL 00000** \_\_\_\_\_ in

favor of the State of Alabama, Department of Revenue for the term beginning on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and ending on the 30th day of September, \_\_\_\_\_, subject

to all the covenants and conditions of said Bond.

In WITNESS WHEREOF, the Surety has caused this instrument to be signed by its officers proper for the purpose and  
its corporate seal to be hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The continuation certificate must contain the original signature of an authorized agent of the surety company, or the  
original seal of the surety company.



ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION

Form MVD-1  
9/12

P.O. Box 327643 • Montgomery, AL 36132-7643 • dealerlicense@revenue.alabama.gov

**Insurance Certification Form**

**Evidence of Liability Insurance for Licensed Motor Vehicle Dealers,  
Motor Vehicle Reconditioners, Motor Vehicle Rebuilders,  
and Motor Vehicle Wholesalers**

Section 40-12-392(e), *Code of Alabama 1975*, requires licensed motor vehicle dealers, motor vehicle reconditioners, motor vehicle rebuilders and motor vehicle wholesalers to maintain motor vehicle liability insurance coverage covering all vehicles held in inventory by the licensee, and to file evidence of such insurance with the application for license. Note: In any case where an applicant knowingly furnishes an insurance certificate purporting insurance coverage which is false or nonexistent, or which he knows has lapsed prior to the application date, a penalty of \$1000.00 shall be assessed in accordance with Section 40-12-29, *Code of Alabama 1975*, and any license issued to said applicant shall be revoked in accordance with Section 40-12-396(b)(1), *Code of Alabama 1975*, and applicant shall not be considered for another license.

Licensee Name: \_\_\_\_\_  
DBA (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Business Telephone No.: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

The system will pre-populate this information.

The insurance company, or its licensed agent, as disclosed below, hereby certifies that licensee/applicant has motor vehicle liability insurance in force on \_\_\_\_\_ in amounts of not less than twenty-five thousand dollars (\$25,000) because of bodily injury to or death of one person in anyone accident and subject to the limit for one person, to a limit of not less than fifty thousand dollars (\$50,000) because of bodily injury to or death of two or more persons in anyone accident, and, if the accident has resulted in injury to or destruction of property, to a limit of not less than twenty-five thousand dollars (\$25,000) because of injury to or destruction of property of others in anyone accident covering all vehicles, including those held in inventory by the licensee, and that the insurance company or the insurance company's licensed agent shall notify the Department, as certificate holder, of the notice of cancellation of coverage during the license year.

**Insurer (Insurance Company)**

Name: \_\_\_\_\_  
Insurer's NAIC Number: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
Alabama Insurance Producer License Number (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Telephone No.: (\_\_\_\_) \_\_\_\_\_ Contact E-Mail Address: \_\_\_\_\_

PRINTED NAME OF PERSON CERTIFYING INSURANCE \_\_\_\_\_ POSITION \_\_\_\_\_

SIGNATURE OF PERSON CERTIFYING INSURANCE \_\_\_\_\_ DATE \_\_\_\_\_

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY LISTED ON THIS CERTIFICATE. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER (IF APPLICABLE), AND THE CERTIFICATE HOLDER.

**(NOTE) - Copies of the Insurance Certification Form (MVD-1) will be acceptable.**

APPROVED APPLICATIONS

**From:** "noreply@dealerlicense.mvtrip.alabama.gov" <noreply@dealerlicense.mvtrip.alabama.gov>  
**To:** 12@yahoo.com  
**Sent:** Wednesday, October 17, 2012 2:29 PM  
**Subject:** Dealer License Application Approved

Your application has been approved by the Alabama Department of Revenue. Please use the links below to view/print copies of your license certificate and your original application documents.

**License Certificate:**

<https://dealerlicense.mvtrip.alabama.gov/Dealer/Document?pdfName=license&applicationId=3625>

**Original Application Documents:**

<https://dealerlicense.mvtrip.alabama.gov/Dealer/Document?pdfName=transmittal&applicationId=3625>

Your input is very important to us, so please take a moment to complete the following survey: <http://revenue.alabama.gov/survey/>.

Click on the highlighted links to download your documents/license.

(NOTE) Your selected category will appear at the top of your regulatory license certificate.

**New Motor Vehicle Dealer, Motor Vehicle Wholesaler**

License Year: 2013

**Regulatory License**

TITLE 40, CHAPTER 12, ARTICLE 8, CODE OF ALABAMA 1975

**Alabama Department of Revenue**  
**Motor Vehicle Division**

P.O. BOX 327643, MONTGOMERY, AL 36132-7643

ISSUED TO: \_\_\_\_\_

Legal Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, AL 00000 \_\_\_\_\_

License Number: 03-00006-13

Effective Date: 10/1/2012

Expiration Date: 9/30/2013

Primary Business Location: \_\_\_\_\_

Physical Address \_\_\_\_\_

City, AL 00000 \_\_\_\_\_

Secondary Business Location(s): \_\_\_\_\_

This is a regulatory license and is not transferable or refundable. This license should be presented to the privilege license issuing officer at the County Courthouse in the county where your business is located in order to secure the State and County Privilege under Code Section 40-12-51 Automobile Dealer.

Additional Business locations will print here.

## REJECTED APPLICATIONS

### Initial Notification

The screenshot shows a web application interface for managing dealer license applications. At the top, there are tabs for 'Applicant', 'Categories', 'Insurance', 'Vehicles', 'Representatives', 'Locations', 'Documents', 'Notes (1)', 'Rejected', and 'Edit Application'. Below the tabs, there is a table with columns 'Entered' and 'Entered By'. The first row shows the date '9/06/12' and the status 'Rejection'. To the right of the table, there is a text box containing the message: 'Application rejected: Other, Comments: choose new dealer instead of used dealer'. Below the table, there are three buttons: 'Reject' (with a red X icon), 'Revoke' (with a yellow exclamation mark icon), and 'Approve' (with a green checkmark icon). At the bottom right, there is a 'Void' button. The status bar at the bottom indicates 'Displaying Items 1 - 3 of 3'.

- If your application is rejected, for any reason, you will be notified by E-Mail via the Dealer License Website.  
(See below example)
- It is very important that you provide a correct E-Mail address.

### E-Mail Notification

The screenshot shows an email notification from the Alabama Department of Revenue. The header information includes: 'From: noreply@dealerlicense.caps.ua.edu', 'To: [redacted]', 'Cc: [redacted]', 'Subject: Dealer License Application Rejected', and 'Sent: Wed 10/24/2012 10:52'. The body of the email states: 'Your application has been rejected by the Alabama Department of Revenue. Please use the links below to view/print copies of your rejection letter, including an explanation of why your application was rejected and any documents which were found to be incomplete.' Below this, there is a link for the rejection letter: 'Rejection Letter: <https://dealerlicense.caps.ua.edu/Dealer/Document?pdfName=reject&applicationId=322>'.

**Once you have been notified go to Step 1 page 24 for instructions.**



## Written Notification (Rejection Letter)

Jon Doe DBA Jon's Auto  
123 Any Town St.  
Anywhere, AL 36093

10/18/2012



**\*MVDOCS-DRLDOC-LA457\***

Your application for regulatory license renewal cannot be processed until the documents listed below are submitted to this office.

Reasons for Rejection of Application:

Other

Please resubmit the following documents when mailing this transmittal sheet:

1. Original Surety Bond Form and Power of Attorney
2. Insurance Certification Form
3. Picture of Sign and Lot
4. A copy of the identification cards for all representatives

Please send the document(s) and/or information listed above and this letter to the post office box listed below:

ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION - DEALER LICENSE  
P.O. Box 327643  
MONTGOMERY, AL 36132-7643

Please email any questions regarding this matter to [dealerlicense@revenue.alabama.gov](mailto:dealerlicense@revenue.alabama.gov).

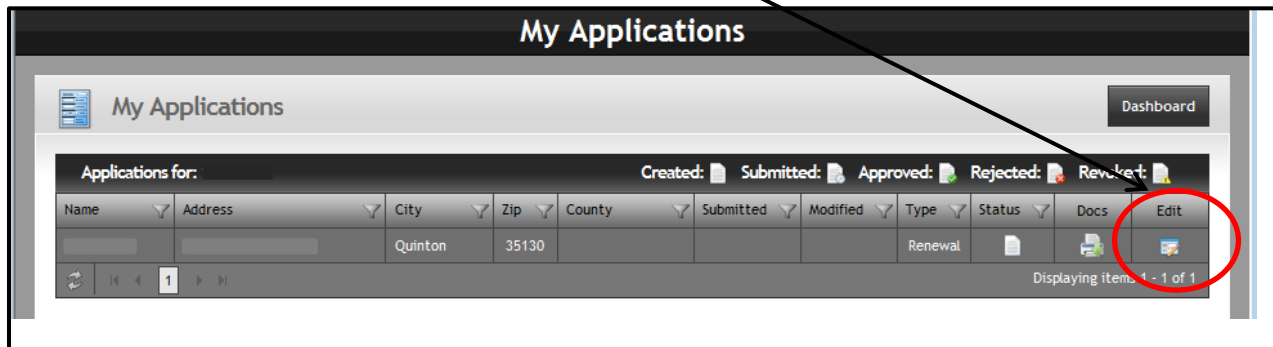
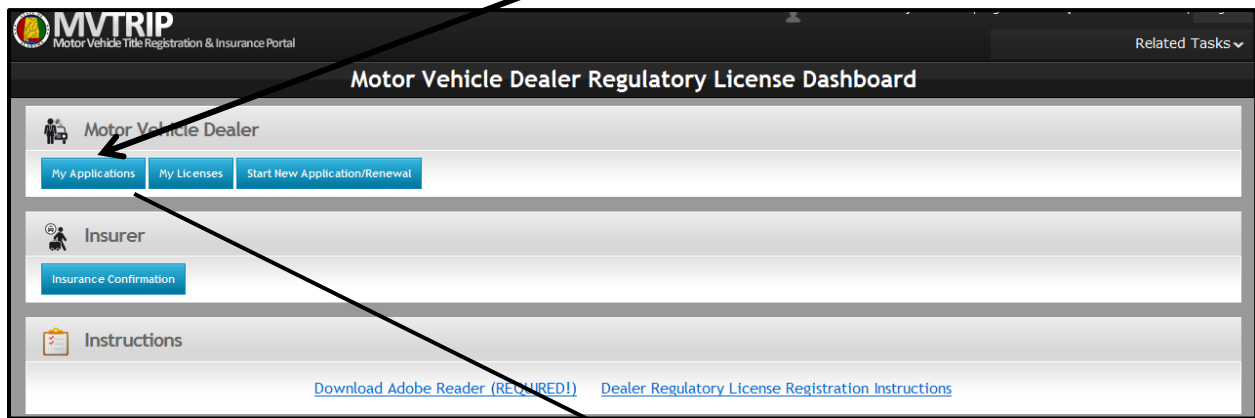
## Step 1

### REJECT APPLICATION PROCESS

Using your User ID and Password, login to the Dealer License (CAPS LOCK) portal. You will select

then the “Edit” icon in order to update/correct your application:

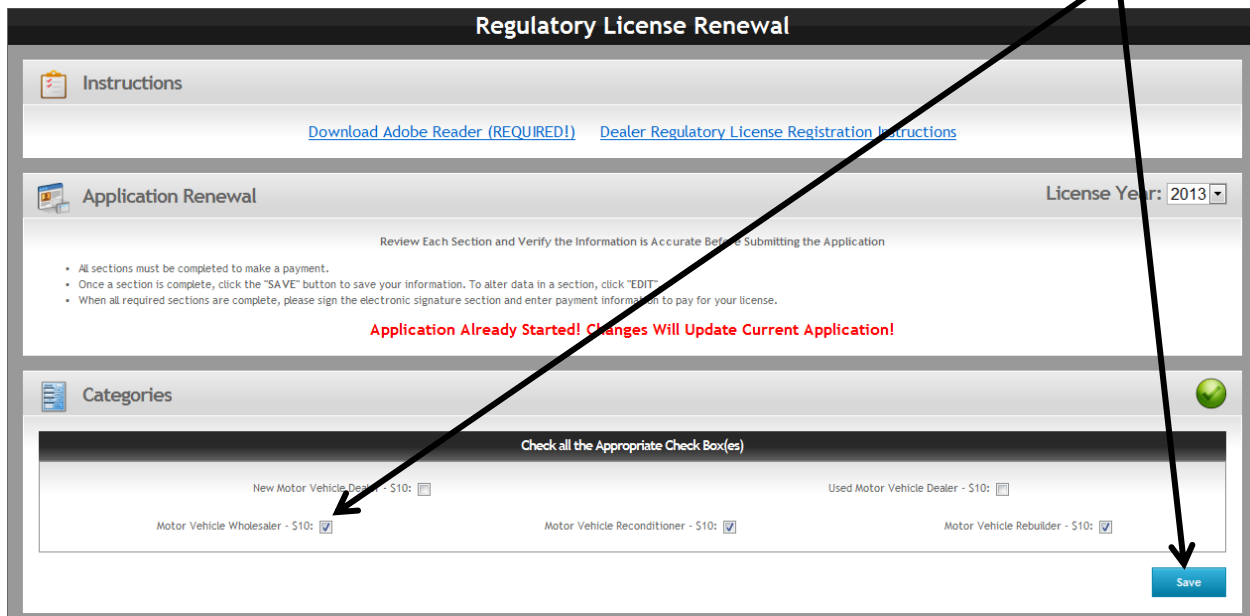
My Applications





## Step 2

You will select the field/item you wish to update. Once you have entered the information you will click on "SAVE".



**Regulatory License Renewal**

**Instructions**

[Download Adobe Reader \(REQUIRED!\)](#) [Dealer Regulatory License Registration Instructions](#)

**Application Renewal** License Year: 2013

Review Each Section and Verify the Information is Accurate Before Submitting the Application

- All sections must be completed to make a payment.
- Once a section is complete, click the "SAVE" button to save your information. To alter data in a section, click "EDIT".
- When all required sections are complete, please sign the electronic signature section and enter payment information to pay for your license.

**Application Already Started! Changes Will Update Current Application!**

**Categories**

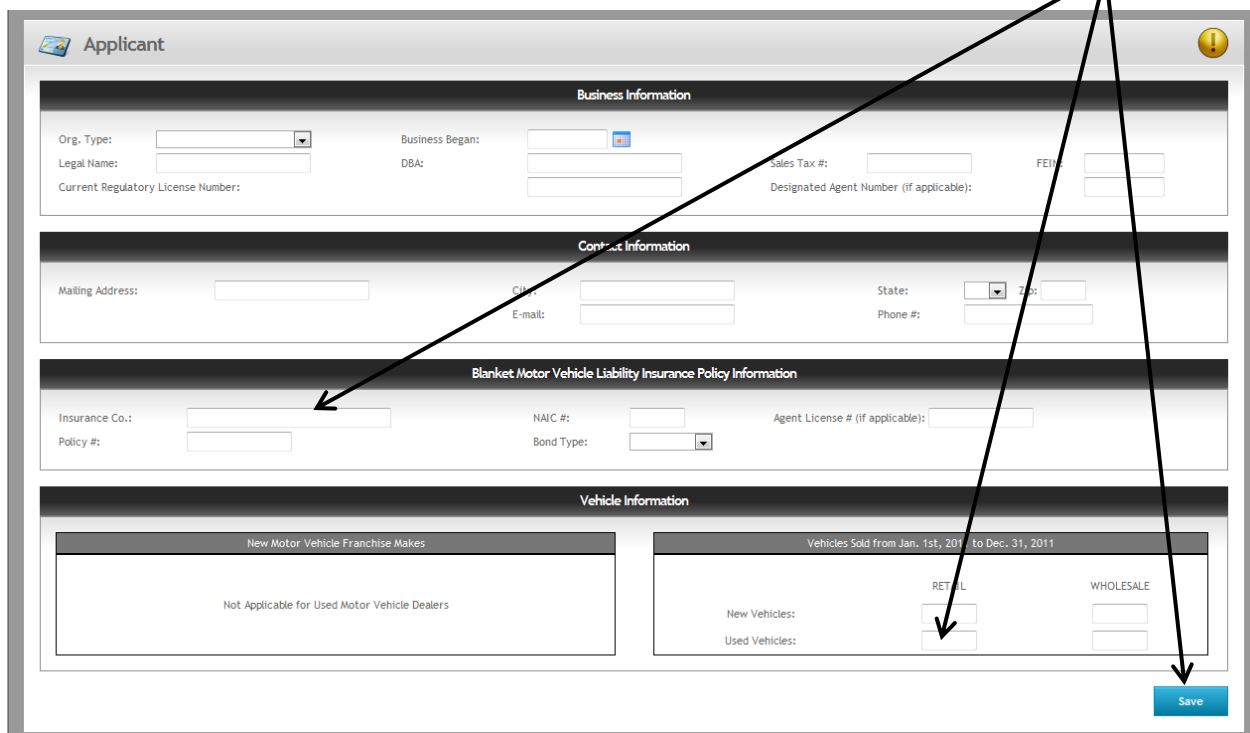
Check all the Appropriate Check Box(es)

|  |   |
|--|---|
| New Motor Vehicle Dealer - \$10: <input type="checkbox"/>            | Used Motor Vehicle Dealer - \$10: <input type="checkbox"/>              |
| Motor Vehicle Wholesaler - \$10: <input checked="" type="checkbox"/> | Motor Vehicle Reconditioner - \$10: <input checked="" type="checkbox"/> |
|  | Motor Vehicle Rebuilder - \$10: <input checked="" type="checkbox"/>     |

**Save**

## Step 3

You will select the field/item you wish to update. Once you have entered the information you will click on "SAVE".



**Applicant**

**Business Information**

Org. Type:  Business Began:  Sales Tax #:  FEIN:   
Legal Name:  DBA:  Designated Agent Number (if applicable):   
Current Regulatory License Number:

**Contact Information**

Mailing Address:  City:  State:  Zip:   
E-mail:  Phone #:

**Blanket Motor Vehicle Liability Insurance Policy Information**

Insurance Co.:  NAIC #:  Agent License # (if applicable):   
Policy #:  Bond Type:

**Vehicle Information**

**New Motor Vehicle Franchise Makes**

Not Applicable for Used Motor Vehicle Dealers

**Vehicles Sold from Jan. 1st, 2011 to Dec. 31, 2011**

|                |                      |                      |
|----------------|----------------------|----------------------|
|                | RETAIL               | WHOLESALE            |
| New Vehicles:  | <input type="text"/> | <input type="text"/> |
| Used Vehicles: | <input type="text"/> | <input type="text"/> |

**Save**

## Step 4

You will select the field/item you wish to update. Once you have entered the information you will click on “SAVE”.

The screenshot shows the 'Representatives' form. At the top, there is a header with a user icon and the title 'Representatives'. Below the header, there are instructions: 'Information must be provided for ALL owners, partners, corporate officers or members.', 'To add a representative, click "Add New Representative", fill out all appropriate information, and click the green check mark to confirm.', and 'When you have added all of your information click the "Update" button.' Below the instructions is a section titled 'Owner, Partners, Members, Officers and Directors'. This section contains a table with columns: Name, SSN, Driver's License, Address, Phone, Type, and Actions. The table is currently empty, showing 'No records to display.' and 'Displaying items 0 of 0'. Above the table is a row of buttons: 'Add: +', 'Edit: /', 'Confirm: ✓', 'Cancel: ✗', and 'Delete: ✖'. A blue 'Save' button is located at the bottom right of the form. Two arrows originate from the text box above: one points to the 'Add New Representative' button (which has a green plus icon) and the other points to the 'Save' button.

## Step 5

You will select the field/item you wish to update. Once you have entered the information you will click on “SAVE”.



The screenshot shows the 'Locations' form. At the top, there is a header with a house icon and the title 'Locations'. Below the header, there are instructions: 'Information must be provided below for ALL permanent location(s).', 'To add a location, click "Add New Location", fill out all appropriate information, and click the green check mark to confirm.', 'When you have added all of your information click the "Save" button to continue to the next section of the application.', and 'If you are a Retail or Franchise Dealer you are required to provide a photo of ALL locations.' Below the instructions is a section titled 'Location(s)'. This section contains a table with columns: Zip Code, Physical Address, City, State, County Code, Phone, Primary Location, and Actions. The table is currently empty, showing 'No records to display.' and 'Displaying items 0 of 0'. Above the table is a row of buttons: 'Add: +', 'Edit: /', 'Confirm: ✓', 'Cancel: ✗', and 'Delete: ✖'. A blue 'Save' button is located at the bottom right of the form. Two arrows originate from the text box above: one points to the 'Add New Location' button (which has a green plus icon) and the other points to the 'Save' button.

## Step 6


Once the corrected information has been entered, make sure that you save all (4) four categories. The “SAVE”



 buttons should say “EDIT”  and the  yellow circle should turn into a  green check mark.

## EXAMPLE

 **Categories** 

Used Motor Vehicle Dealer - \$10      Motor Vehicle Wholesaler - \$10      Motor Vehicle Reconditioner - \$10      **Total: \$30**



 **Applicant** 

**Business Information**

Legal Name: John Doe      Organization Type: Limited Liability Corporation      Business Began: N/A  
DBA: CARS R US      Sales Tax #: 123465464      FEIN: 12345678

**Contact Information**

Address: P O BOX 1234  
MONTGOMERY, AL 36104  
E-mail: toni.weaver@revenue.alabama.gov  
Phone #: 1231231234

**Insurance Information**

Company:  
NAIC #: 31325  
Policy #: 1316464654  
Agent License #:

**Bond Information**

Bond Type  
**New**


**Vehicle Information**



**New Motor Vehicle Franchise Makes**

Not Applicable for Used Motor Vehicle Dealers

**Vehicles Sold from Jan. 1st, 2011 to Dec. 31, 2011**


Not Applicable for New Applications





 **Representatives** 

**Owner, Partners, Members, Officers and Directors**


| Name     | SSN       | License   | Address                           | Phone        | Type  |
|----------|-----------|-----------|-----------------------------------|--------------|-------|
| John Doe | 123456788 | AL 123456 | 123 Jane Road, Anywhere, AL 36093 | 334-123-9876 | Owner |



 **Locations** 

**Location(s)**

| Physical Address  | City         | State | Zip Code | County | Phone        | Primary Location                    |
|-------------------|--------------|-------|----------|--------|--------------|-------------------------------------|
| 123 Jane Doe Road | Anywhere USA | AL    | 36093    | ELMORE | 334-123-9876 | <input checked="" type="checkbox"/> |



[Click Here for a Printable Preview of the Application](#)

## Step 7

### REPRINT

Go back to the initial “My Applications”

**My Applications**

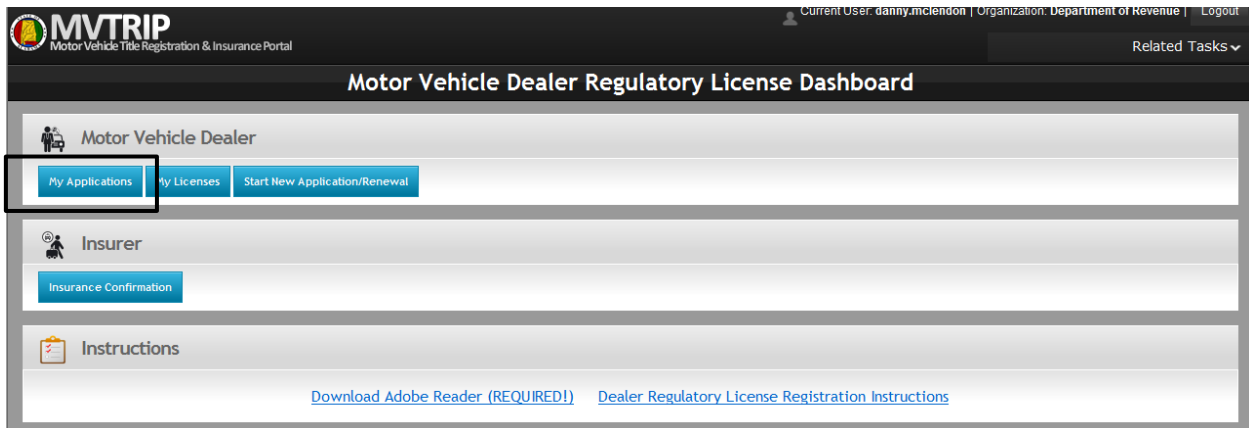
screen and select “My Applications”.

Click on the printer icon  under the DOCS header

Once the Reprint screen appears, click on the “Click here to reprint documents

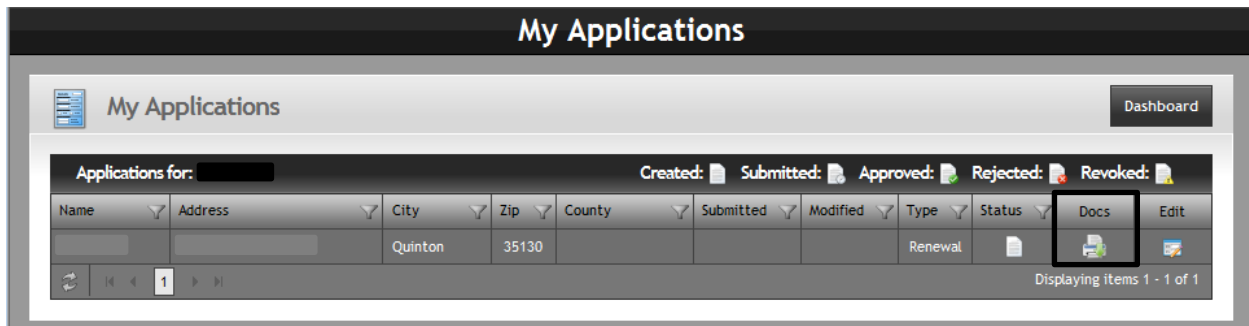
[Click here to reprint documents](#)

1.



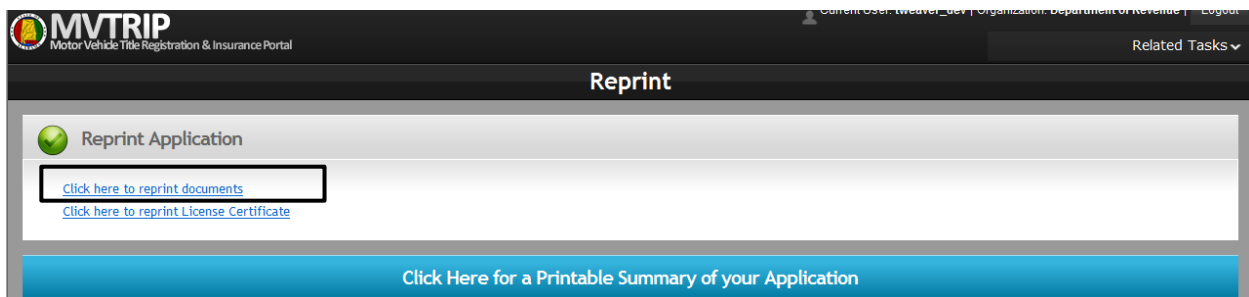
The screenshot shows the 'Motor Vehicle Dealer Regulatory License Dashboard' for the MVTRIP portal. The user is logged in as 'danny.mclendon'. The dashboard has three main sections: 'Motor Vehicle Dealer', 'Insurer', and 'Instructions'. In the 'Motor Vehicle Dealer' section, the 'My Applications' button is highlighted with a red box. Other buttons in this section include 'My Licenses' and 'Start New Application/Renewal'. The 'Insurer' section has an 'Insurance Confirmation' button. The 'Instructions' section has links to 'Download Adobe Reader (REQUIRED!)' and 'Dealer Regulatory License Registration Instructions'.

2.



The screenshot shows the 'My Applications' page. It has a 'Dashboard' button in the top right. Below it is a table with columns: Name, Address, City, Zip, County, Submitted, Modified, Type, Status, Docs, and Edit. The 'Docs' column has a printer icon. The 'Status' column shows 'Renewal'. The 'Docs' button is highlighted with a red box. The table shows one item: 'Quinton' with zip '35130'. The bottom of the table shows 'Displaying items 1 - 1 of 1'.

3.



The screenshot shows the 'Reprint' page. It has a 'Reprint Application' section with a green checkmark icon. Below it are two links: 'Click here to reprint documents' and 'Click here to reprint License Certificate'. The 'Click here to reprint documents' link is highlighted with a red box. At the bottom of the page is a blue button that says 'Click Here for a Printable Summary of your Application'.

## Step 8

Print your paperwork and return it to the Dealer License Unit address at:

Alabama Department of Revenue  
Motor Vehicle Division - Dealer Licenses  
P. O. Box 327643  
Montgomery, AL 36132-7643

**ONE FINAL REMINDER: IF YOU DO NOT RECEIVE AN EMAIL, ALWAYS CHECK YOUR SPAM OR JUNK EMAIL FOLDER. YOUR BROWSER MAY HAVE DELIVERED THE EMAIL THERE.**